Stirling Solutions

eTransport Administrators Manual

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Introduction

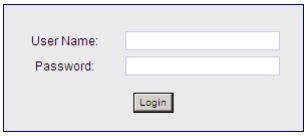
This document is intended for use as a reference manual for users of the eTransport application provided by your haulier and allows the end user, depending upon the permissions they are given, to:

- Add new jobs for the transport company
- View any existing jobs that the haulier is or has worked on
- Search for jobs using various criteria
- View POD's online
- Be kept up to date with the progress on a job through to delivery

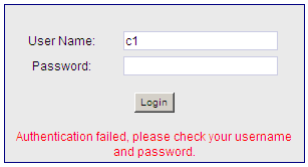
Note: The screens displayed within this manual may vary slightly due to them being modified to suit the business.

Logging On

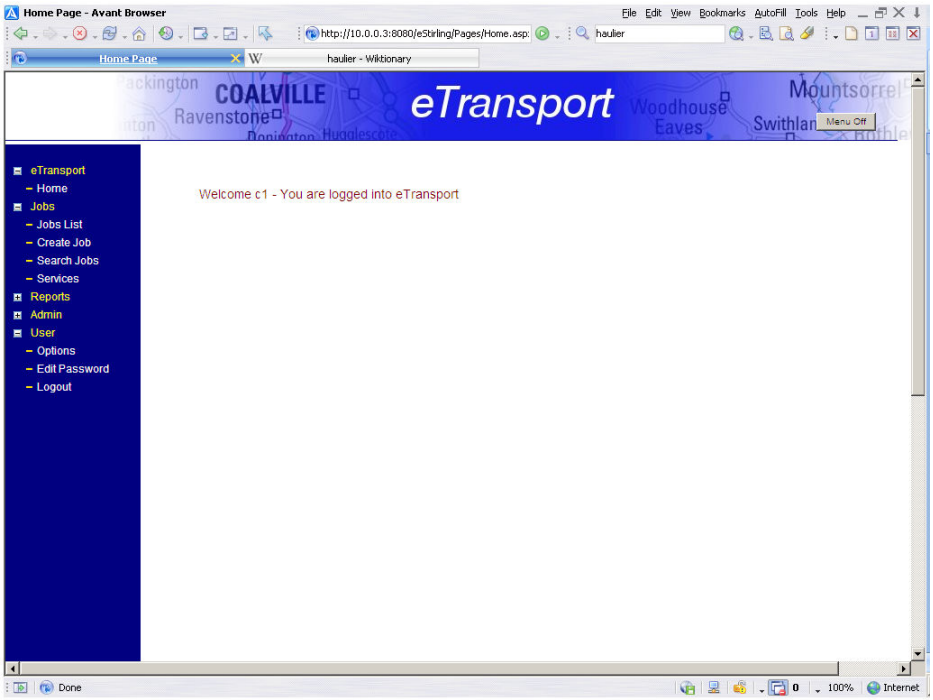
1. Open Internet Explorer and enter the web site address as listed on the previous page.
2. Once the screen below is displayed enter your login details and then click on the 'Login' button.



3. If you happen to get either the 'Username' or 'Password' incorrect then the screen below will be displayed. Try re-entering your login details again but if the problem persists then you will need to contact your haulier so that they can re-set your login details.



4. A successful login will display a screen similar to the one below with all the options available displayed down the left side of the screen.



Once you have logged in clickmon the '+' next to the 'Admin' menu option to display the list of administrative tools available.

Administration Options

Option	Use
Services	• View the number of jobs that require authorisation • View the number of jobs that are ready for posting
Users	• Setup new and edit existing users
Special Instructions	• Add, edit and delete the eTransport Special Instructions for both collections & deliveries
Terms and Conditions	• Add, edit and delete the Terms and Conditions of business
Exclusion Dates	• Setup up exclusion dates when customer job entry will be restricted
Reports List	• Setup and select which reports the eTransport user will be able to run.
News Articles	• Add, edit and delete the news articles that appear on the first page after logging in
Global Service Levels	• Add, edit and delete the Global Service Levels
Global Surcharges	• Add, edit and delete the Global Surcharges Levels
Hide Controls	• Changes whether or not the Analysis Codes and User Defined fields are visible to users on a global basis
Themes	• Change the appearance of eTransport
Admin Help	• Help files to assist you in the use of the administrative options within eTransport

Services

The services screen displays the current position of jobs that customers have input into the system via eTransport.

N.B. If your eTransport system has been set up to automatically process jobs you may find that the numbers against both the jobs requiring authorisation and those that require posting is always '0'.

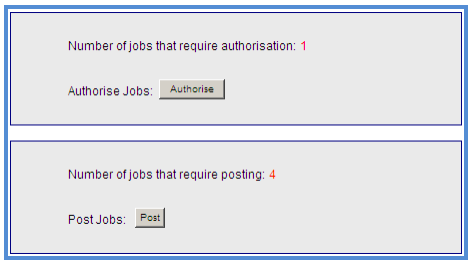
Authorising Jobs

If a user has entered a job into eTransport after the time that you specified as the 'cut-off' time then the job will need to be authorised. The number of jobs requiring your attention will be listed here.

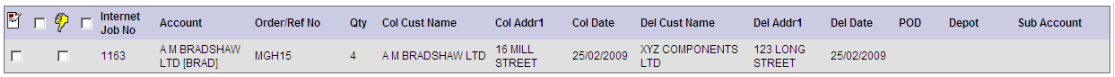
To Authorise Jobs

N.B. You will need to be logged into eTransport as either an administrator or customer service user to be able to do this.

1. From the menu select 'Admin – Services' and a screen similar to the one below will be displayed.

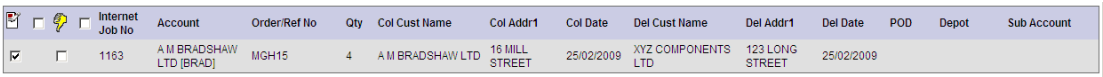


2. The number of jobs awaiting authorisation will be displayed and when you click on the 'Authorise' button the list of jobs awaiting authorisation will be displayed together with their details so you can decide if you wish to accept the work.



		Internet Job No	Account	Order/Ref No	Qty	Col Cust Name	Col Addr1	Col Date	Del Cust Name	Del Addr1	Del Date	POD	Depot	Sub Account
☐	☐	1163	A M BRADSHAW LTD [BRAD]	MGH15	4	A M BRADSHAW LTD	16 MILL STREET	25/02/2009	XYZ COMPONENTS LTD	123 LONG STREET	25/02/2009			

3. To select a job for authorisation place a tick in the left of the two columns by clicking in the square or if you do not wish to accept it then place a tick in the right of the two columns. It is possible to select all the jobs for either acceptance or rejection by using the tick boxes at the top of the screen.



		Internet Job No	Account	Order/Ref No	Qty	Col Cust Name	Col Addr1	Col Date	Del Cust Name	Del Addr1	Del Date	POD	Depot	Sub Account
☑	☐	1163	A M BRADSHAW LTD [BRAD]	MGH15	4	A M BRADSHAW LTD	16 MILL STREET	25/02/2009	XYZ COMPONENTS LTD	123 LONG STREET	25/02/2009			

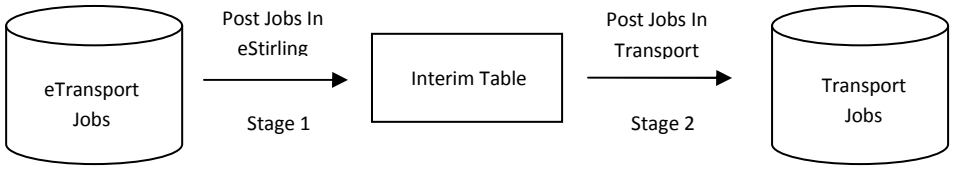
4. To authorise the selected job/s click on the icon or on the icon to reject it/them.

   If a job is rejected the customer will be able to see this in the 'Status' column within the 'Jobs List' screen. They will then be able to edit the job, correcting why they think that the job was rejected, and then resubmit it. If the job then meets the correct criteria then it will not require re- authorisation and will go straight to the list of jobs awaiting posting.

Posting Jobs

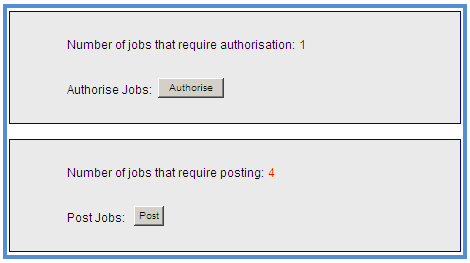
If your system is set up so that you keep control of when the jobs are posted from the eTransport system to the Transport application then you will need to post the job/s.

This is a two stage process where the job/s are posted from eTransport to an interim location and then imported into Transport, either or both of these steps can however be automated but please bear in mind that if it is fully automated then you will have no control over when jobs will appear in Transport.



Posting Jobs – Stage 1 (eTransport To The Interim Table)

1. From the menu select 'Admin – Services' and a screen similar to the one below will be displayed with the number of jobs awaiting posting displayed.


Number of jobs that require authorisation: 1
Authorise Jobs: Authorise
Number of jobs that require posting: 4
Post Jobs: Post

2. Click on the 'Post' button to start the posting process and a list of jobs that are waiting to be posted will be displayed from which you can select the jobs that you wish to accept.

		Internet Job No	Account	Order/Ref No	Qty	Col Cust Name	Col Addr1	Col Date	Del Cust Name	Del Addr1	Del Date	POD	Depot	Sub Account
☐	☐	1160	CHAMPIONSHIP FOODS LTD [CHAMP]	TESTREP	5	CHAMPIONSHIP FOODS LTD	ORWELL	12/02/2009	CHAMPIONSHIP FOODS LTD	ORWELL	13/02/2009			
☐	☐	1162	CHAMPIONSHIP FOODS LTD [CHAMP]	TEST	5	CHAMPIONSHIP FOODS LTD	ORWELL	18/02/2009	CHAMPIONSHIP FOODS LTD	ORWELL	19/02/2009			
☐	☐	1157	A M BRADSHAW LTD [BRAD]	MGH4	6	A M BRADSHAW LTD	16 MILL STREET	03/02/2009	XYZ COMPONENTS LTD	123 LONG STREET	04/02/2009			
☐	☐	1163	A M BRADSHAW LTD [BRAD]	MGH15	4	A M BRADSHAW LTD	16 MILL STREET	25/02/2009	XYZ COMPONENTS LTD	123 LONG STREET	25/02/2009			
☐	☐	1161	ARMATAGE [ARMATAGE]	FGSF FG FGF GF F	1		FGFDSGSDF GSDG	17/02/2009		SFGDFSGSD G	18/02/2009			

3. To select a job/s to post by placing a tick in the left of the two columns by clicking in the square or if you do not wish to accept it then place a tick in the right of the two columns. It is possible to select all the jobs for either acceptance or rejection by using the tick boxes at the top of the screen.

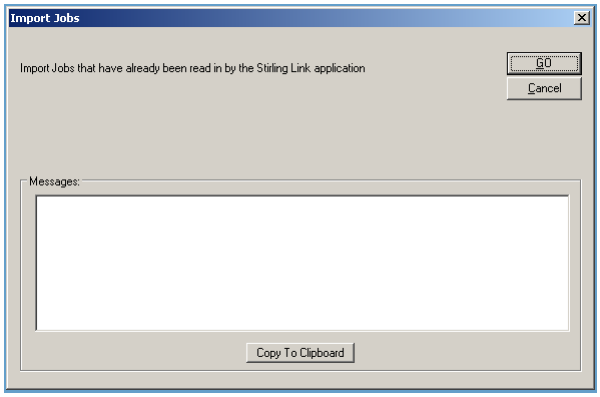
		Internet Job No	Account	Order/Ref No	Qty	Col Cust Name	Col Addr1	Col Date	Del Cust Name	Del Addr1	Del Date	POD	Depot	Sub Account
☑	☐	1160	CHAMPIONSHIP FOODS LTD [CHAMP]	TESTREP	5	CHAMPIONSHIP FOODS LTD	ORWELL	12/02/2009	CHAMPIONSHIP FOODS LTD	ORWELL	13/02/2009			
☑	☐	1162	CHAMPIONSHIP FOODS LTD [CHAMP]	TEST	5	CHAMPIONSHIP FOODS LTD	ORWELL	18/02/2009	CHAMPIONSHIP FOODS LTD	ORWELL	19/02/2009			
☐	☐	1157	A M BRADSHAW LTD [BRAD]	MGH4	6	A M BRADSHAW LTD	16 MILL STREET	03/02/2009	XYZ COMPONENTS LTD	123 LONG STREET	04/02/2009			
☑	☐	1163	A M BRADSHAW LTD [BRAD]	MGH15	4	A M BRADSHAW LTD	16 MILL STREET	25/02/2009	XYZ COMPONENTS LTD	123 LONG STREET	25/02/2009			
☑	☐	1161	ARMATAGE [ARMATAGE]	FGSF FG FGF GF F	1		FGFDSGSDF GSDG	17/02/2009		SFGDFSGSD G	18/02/2009			

4. To authorise the selected job/s click on the icon or on the icon to reject it/them.

   If a job is rejected the customer will be able to see this in the 'Status' column within the 'Jobs List' screen. They will then be able to edit the job, correcting why they think that the job was rejected, and then resubmit it. If the job then meets the correct criteria then it will not require re- authorisation and will go straight to the list of jobs awaiting posting.

Posting Jobs – Stage 2 (The Interim Table To Transport)

In the Stirling Transport program select from the menu 'File – Import Jobs – Link App' and then click on the 'Go' button. The jobs that are waiting to be imported will start to import and confirmation of the progress will be displayed in the lower part of the screen.



Users

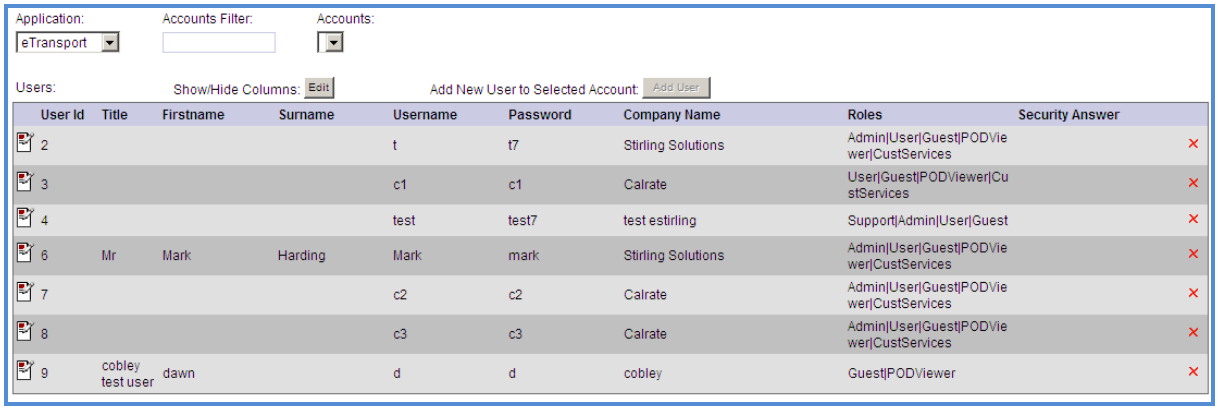
This option is used to set:

- Up new & maintain existing users within the online system
- Which applications the user can have access to and what the user is able to do within these applications
- A 'Cut Off' time after which any jobs entered will require authorisation
- Whether or not the user can view any news items posted
- How far back the user can view jobs
- The format that they can enter pallets, full, halves & quarters
- The service level/s and surcharge/s available
- The depot that user belongs to (if linked to a multi-depot system)
- Which 'Terms & Conditions' are applicable to the selected account/s
- Which sales account/s they can view job details for

Setting Up A New User

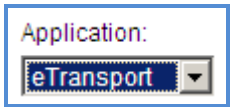
To set up a new user:

1. From the 'Admin' menu options select 'Users' and a list of any existing users will be displayed is a screen similar to the one below

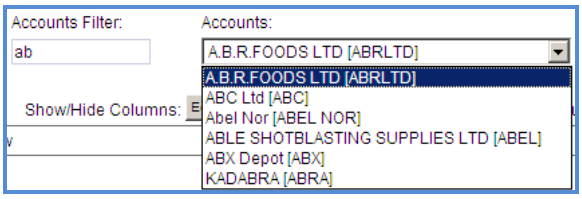


User Id	Title	Firstname	Surname	Username	Password	Company Name	Roles	Security Answer
2				t	t7	Stirling Solutions	Admin|User|Guest|PODViewer|CustServices	
3				c1	c1	Calrate	User|Guest|PODViewer|CustServices	
4				test	test7	test estirling	Support|Admin|User|Guest	
6	Mr	Mark	Harding	Mark	mark	Stirling Solutions	Admin|User|Guest|PODViewer|CustServices	
7				c2	c2	Calrate	Admin|User|Guest|PODViewer|CustServices	
8				c3	c3	Calrate	Admin|User|Guest|PODViewer|CustServices	
9	cobley test user	dawn		d	d	cobley	Guest|PODViewer	

2. To add a new user select the application that you want the new user to have access to from the application drop down box.



3. Enter the account code of the sales account the user is to be linked to in the 'Accounts Filter' box. As you type in the account code the first of the sales accounts that fit the criteria entered will be displayed in the 'Accounts' box, when you have entered enough of the code click on the drop down to see a full list. Select the account from this list.



4. Click on the 'Add User' button to add a new user to the selected account and then complete the required details as follows:

Field Name	Required	Details
Title	No	Title of the user
First Name	No	The first name of the user. If this is completed then eTransport will display the name on the welcome screen otherwise it will display the login name.
Surname	No	Last name of the user
Username	Yes	The name the user will use to log into the eTransport system
Password	Yes	The users password. The user is able to change this once they have logged in the firs time
Company Name	Yes	Name of the company the user is linked to
Email	No	Email address of the user
Security Question	No	Question used to verify the user should a username or password be forgotten, select from the drop-down box
Security Answer	No	Answer to the above question
Applications	Yes	Select the application/s you wish the user to have access to.
Select User/Application Settings	Yes	Select the default application for this user.
Roles	Yes	All users will need 'Allow Access (Guest)' combined with one of the other roles to access the system. • Admin – User has administrative rights within eTransport • User – User can enter, view and search jobs as well as view POD's on the system • Allow Access (Guest) – All users must have this selected to be able to access the eTransport system • Customer Services – A user who works for the haulage company and needs access to authorise and post jobs

		• POD Viewer – Can view and search for jobs as well as view POD's but cannot add new jobs
Cut Off Time	No	The time after which any job entered for todays date would require authorisation
Home Page URL	No	If you want the user to view a different home page then enter the URL here
Show Home Page News	No	Whether or not you want the user to be able to see posted news items
Display Jobs Not Older Than	No	How far back you would like the user to be able to search/view historical jobs
Sub Account	No	Used if you have set up a relationship with
Enable Full , Half, Quarters	No	The pallet sizes you would like the users to be able to enter. If none are selected then they will only be able to enter a quantity
Edit User Service Levels	No	Adding user based service levels. Used if you want the user to have different service levels from the global ones. **Only available after you have saved the user.**
Edit User Surcharges	No	Adding user based surcharges. Used if you want the user to have different surcharges from the global ones. **Only available after you have saved the user.**
Enable Service Levels	Yes	Which, if any, service levels the user can select from. (Global are set up elsewhere within the admin option.)
Enable Surcharges	Yes	Which. If any, surcharge code the user can select from. (Global are set up elsewhere within the admin option.)
Company Depot – Only displayed if you are running a multi-depot transport system	Yes	Used if the haulage company is running the multi-depot version of Traffic Desk. Select which depot the customer would be entering jobs for.
User Terms And Conditions	No	Select from the list which set of Terms & Conditions apply to this user. **Only available after you have saved the user.**
Generate Pallet Barcodes	No	For use with Palletways customers to whom you are going to provide Palletways pre-printed labels to.
Accounts Filter	No	Used to filter out the sales account if you wish to add more than one account to this user. (May be used if you have a customer who has more than one account / site or for a member of your sales team who is responsible for

		multiple accounts.
Save Button	Yes	Saves the data / changes that you have made for this user.

Deleting A User

If you want to remove a user from the list of users then enter the screen with all the usernames displayed and then scroll across to the very right hand edge where you will see a red 'X'. Click on the 'X' to remove the user permanently.

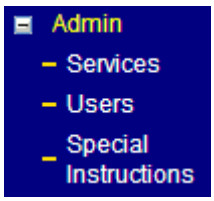
N.B. It is not possible to reverse this so you need to be sure you want to do this. If you just need to temporarily stop the user having access then you could just change their password instead.

Special Instructions

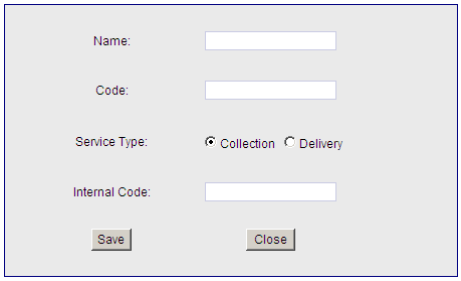
These are instructions that the user can select when entering a job, both on collection and delivery, which will appear in the Transport job in the Collection or Delivery Instructions. It does not stop the user adding extra instructions as well.

To Add Instructions

1. From the menu select 'Admin – Special Instructions' and a list of any existing instructions will be displayed



2. Click on the 'Add' button to add a new instruction and you will see a screen as below.

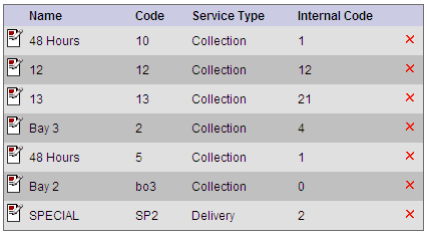


Complete the details as follows:

- Name – The name of the Special Instruction as you would like the customer to see it.
- Code – The three letter code for Special Instruction as you would like it to appear in the collection or delivery instructions in Transport.

- Service Type – Whether this instruction is a collection or delivery instruction. You will need to add a special instruction twice if you want it to be available for both collection & delivery.
- Internal Code – Ignore this as it will complete itself.

3. Click on the 'Save' button to save the instruction and add it to the list.



Name	Code	Service Type	Internal Code	
48 Hours	10	Collection	1	×
12	12	Collection	12	×
13	13	Collection	21	×
Bay 3	2	Collection	4	×
48 Hours	5	Collection	1	×
Bay 2	bo3	Collection	0	×
SPECIAL	SP2	Delivery	2	×

Removing A Special Instruction

If you wish to permanently remove a 'Special Instruction' from the list then scroll across to the right edge of the list of Special Instructions and click on the red 'X' and then confirm that you wish to delete it.

N.B. This is not reversible to only do this if you are completely sure you wish to remove it.

Terms And Conditions

The Terms & Conditions are allocated against a user when you set them up with the user having to agree to them the first time that they log into eTransport system. You can have as many different versions of Terms & Conditions on the system as you need but they will all need to be written in 'HyperText Markup Language (HTML)' so that the eTransport system is able to read the file.

If you feel that you are confident in doing do you can edit the existing or add new terms and conditions using Microsoft® Word or any other HTML editing package. If using MS Word make sure that when you save the file that it is saved as a web page, not a single page web page.

A copy of the existing T & C can be found on the web server in the following folder:

C:\Inetpub\wwwroot\eStirling\eTransport\TermsAndConditions

By default there is only one copy of the T & C's on the system and will display the following text:

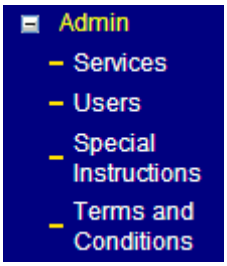
Please contact us for details of our current terms and conditions.

To Add A New Version Of Terms & Conditions

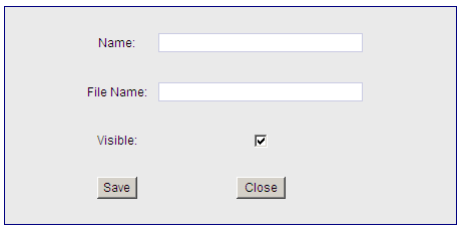
1. Create the new version using one of the methods suggested above and save the file into the following location on the webserver:

C:\Inetpub\wwwroot\eStirling\eTransport\TermsAndConditions

2. In eTransport select from the Admin menu 'Terms and Conditions'



3. In the 'Name' enter the name of the new version of your Terms and Conditions so that you can tell this one from the rest.



4. In the 'File Name' enter the name of the new webpage file that you copied onto the Web Server exactly as you saved it.

5. If you want the new Terms and Conditions t be visible then ensure that there is a tick in the box.

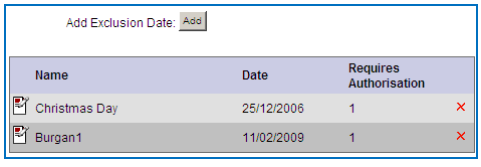
6. Save you new entry by clicking on the 'Save' button.

Exclusion Dates

It is possible for you to stop any users using of eTransport by adding certain date to the Exclusion Dates of to only allow jobs that have been authorised by someone within your business.

Adding A New Exclusion Date

1. From the admin menu select 'Exclusion Dates' and list of all the existing exclusion dates will be displayed.



2. Click on the 'Add' button to add a new date.

3. In the 'Name' field enter a name for the date that you are going to 'Close'.

4. Add the date that you are closing the system for in the 'Date' box in the format of 'DD/MM/YYYY'

5. The 'Allowed If Authorised' tick box will allow users t enter job onto the system for collection or delivery on this date but the user will be advised that the job will need to be authorised by a representative from your company. (If you decide that you wish to use this facility then please contact Stirling Solutions on 01530 811000 so that your eTransport configuration can be checked.)

6. Click on the 'Close' button to save the entry.

To Edit An Exclusion Date

If you want to edit an Exclusion Date that has been entered:

1. Log in the same way as above so that the list of Exclusion Dates are displayed.

2. Locate the date that you wish to change and then click on the icon at the beginning of the line.

3. Make the required changes and then click on the 'Save' button.

Removing An Exclusion Date

If you wish to remove an Exclusion Date that has been entered:

1. Log in the same way as above so that the list of Exclusion Dates are displayed.

2. Locate the date that you wish to remove and click on the red 'X' at the end of the line.

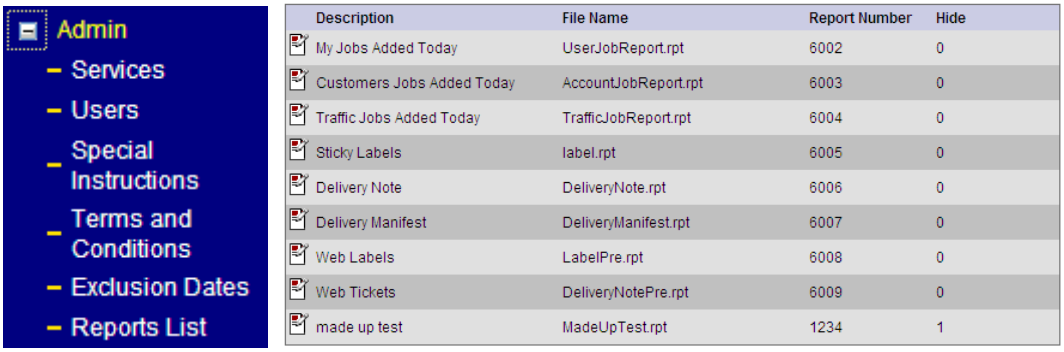
eTransport Reports

When the eTransport system is initially installed there will be a selection of reports that you can make available to the people using eTransport. By default all of these report are 'hidden' so that the normal user cannot see them allowing you to decide what they can produce reports for. Some of the reports will also require the user to select the job/s that they want report/s for.
These default reports are as follows:

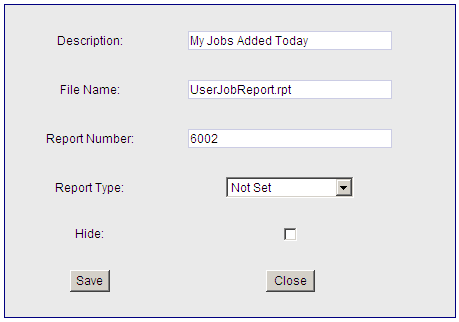
Default Report Name	What The Report Displays	Job Selection Required
My Jobs Added Today	Displays a list of all the jobs that the user has entered for the current day. Can be produced at any time.	No
Customers Jobs Added Today	A list of all the jobs that have been entered for that customer for the current day. Can be produced at any time.	No
Traffic Jobs Added Today	Lists all the jobs that the Transport Office have added including those that have been imported. Can be produced at any time.	No
Sticky Labels	Produces labels for the customer to place on to items that they require you to handle. Can only be produced for jobs that have been imported into Traffic Desk	Yes
Delivery Note	Prints out a Delivery Note for each of the jobs that have been selected. Can only be produced for jobs that have been imported into Traffic Desk	Yes
Delivery Manifest	Produces a Manifest for the driver listing all the selected jobs. Can only be produced for jobs that have been imported into Traffic Desk	Yes
Web Labels	Produces labels for the customer to place on to items that they require you to handle. Can only be produced for jobs that have not been imported into Traffic Desk	Yes
Web Tickets	Prints a Delivery Note for each of the selected jobs. Can only be produced for jobs that have not been imported into Traffic Desk	Yes

To change the settings for a report:

1. Open the list of available reports from the 'Admin' menu option and the list will be displayed.



2. To change the setting for a report click on the icon at the beginning of the report.



3. You can now change:
    a. Description - The description of the report as viewed by the end user.
    b. File Name – This is the name of the report that is stored on your server. You will need to get Stirling Solutions to write the report if you do not have the software to do this.
    c. Report Number – This relates to part of the program so please check with Stirling to find the correct code if you need to add one.
    d. Report Type – If 'Not Set' is selected then the report will be available for imported jobs, Pre-Posted reports are for reports prior to import into Transport.
    e. Hide – If this is ticked the report will not be available to the end user.

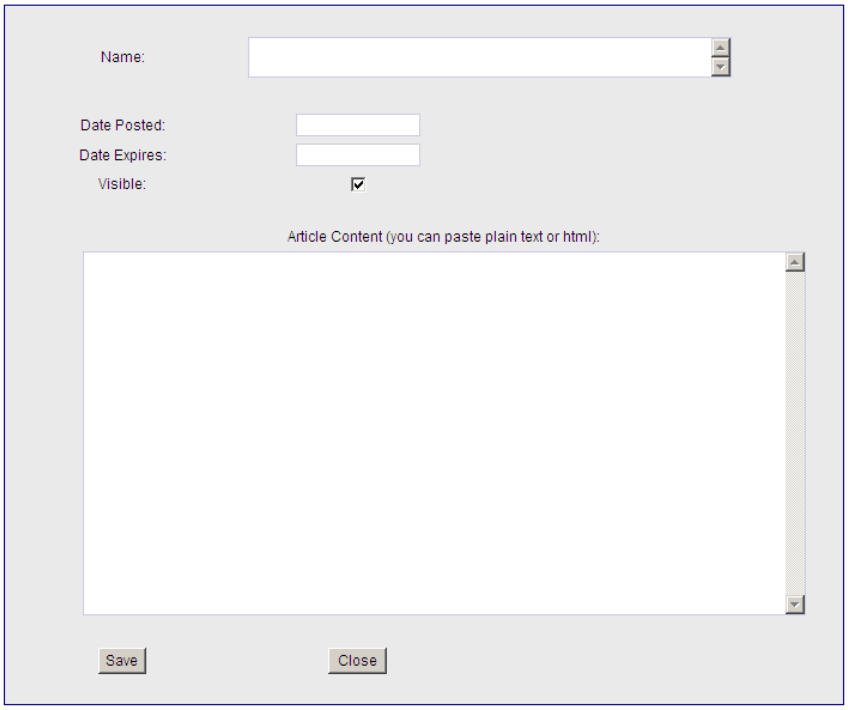
News Articles

It is possible to add new article to the opening page of eTransport so that you can pass information to your customers. This will be displayed as the news headline and then a couple of lines of the article. It is possible to add a little more detail to the article if you are able to produce the text in HTML (web page text).

Adding A New News Article

1. From the Admin menu select 'News Articles' and a list of any existing news articles will be displayed.

2. To add a new news article click on the 'Add' button to display the screen below:



3. Add the following details for the news article:
    a. Name – Add a name for the news article. This would be the same as a news headline if the article was in a magazine or newspaper.
    b. Date Posted – This date will complete itself with the date that the article is created.
    c. Date Expires – The date until which you want the article to be seen on the opening page of eTransport. (Note: The article will be viewable until midnight of this date .)
    d. Visible – Whether you want the article to be displayed on the opening page of eTransport. If you wanted the article not to appear for a couple of days or your are planning ahead then you can have the article setup but leave the 'Visible' option unticked.
    e. Article Content – The body of the article, add all the details for the article in this area. You can copy and paste text from other locations i.e. Microsoft® Word. If you have the knowledge it is also possible to insert HTML text where you can control the formatting of the article a little better.

Normally when you view a news article on the Home page you will see the headline and then some of the news article which some people do not like the look of. It is possible by using the text below in the 'Article Content' part of the page so make it so only the name of the article appears on the home page and then when a user clicks on the link they can view the full article.

```
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml"><head>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-
1" />
<title>ADD THE HEADLINE IN HERE</title>
</head>
<body>
ADD THE ARTICLE CONTENT IN HERE
</body>
```

**** NB **** Replace the bold text with your article details.

f. Once you have entered all the information for the news article click on the 'Save' button to save the changes and add it to the list of articles.

4. To view the new entry select the 'Home' menu option from the menu on the left of the page and as long as the user has permission the news headline/s will be displayed.

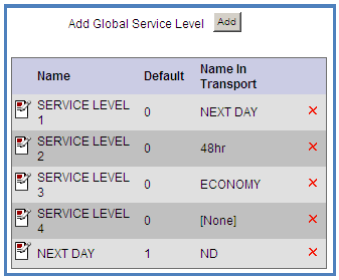
Global Service Levels

The Service Levels that appear within your Transport system can be linked through to eTransport thus allowing the customer to select the level of service when they enter a job into eTransport. These service levels can either be set in the user setup to be specific to that user or global as a system wide setting.

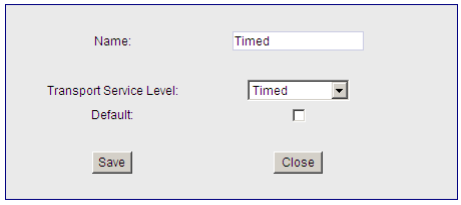
Adding A New Global Service Level

Global service levels are set up in the following way:

1. Log into eTransport with a username & password that has administrative rights.
2. From the menu on the left of the screen click on the '+' next to 'Admin'
3. From the menu select 'Global Service Levels' so that a screen similar to the one below is displayed. You will see any service levels that have been previously set up in the list already.



4. To add a new Global Service Level click on the 'Add' button.
5. In the screen that is now displayed enter a user friendly description in the 'Name' field.
6. From the drop-down box next to 'Transport Service Level' select the relevant code that appears in the Transport system.
7. If you want this service level to be the one that comes up as the default one in the job entry screen tick the 'Default' box. Note: You can only have one service level as the default one so if another service level has previously been set as the default one then this would overwrite this.
8. Click on the 'Save' button to save the entry and you will see that it has been added to the list of Global Service Levels available.



Removing A Global A Service Level

You may decide that you want to remove a service level from the list at some point and this is achieved by displaying the list of service levels on the screen as in steps 1 – 3 above and then clicking on the red 'x' at the end of the row. Remember when deleting a default service levels that you may want to make another one the default.

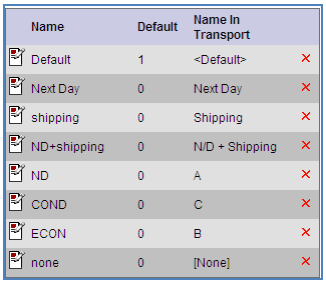
Global Surcharges

The Surcharges that appear within your Transport system can be linked through to eTransport thus allowing the customer to select extra services when they enter a job into eTransport. The surcharges can either be set in the user setup to be specific to that user or global as a system wide setting.

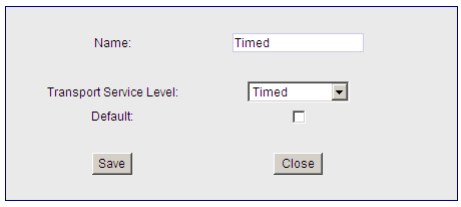
Adding A Global Surcharge

Global surcharges are set up in the following way:

1. Log into eTransport with a username & password that has administrative rights.
2. From the menu on the left of the screen click on the '+' next to 'Admin'
3. From the menu select 'Global Surcharges' so that a screen similar to the one below is displayed. You will see any service levels that have been previously set up in the list already.



4. To add a new Global Surcharge click on the 'Add' button.
5. In the screen that is now displayed enter a user friendly description in the 'Name' field.
6. From the drop-down box next to 'Transport Surcharge' select the relevant code that appears in the Transport system.
7. If you want this surcharge to be the one that comes up as the default one in the job entry screen tick the 'Default' box. Note: You can only have one surcharge as the default one so if another surcharge has previously been set as the default one then this would overwrite this.
8. Click on the 'Save' button to save the entry and you will see that it has been added to the list of Global Surcharges available.



Removing A Global A Surcharge

You may decide that you want to remove a surcharge code from the list at some point and this is achieved by displaying the list of surcharge codes on the screen as in steps 1 – 3 above and then clicking on the red 'x' at the end of the row. Remember when deleting a default surcharge code that you may want to make another one the default.

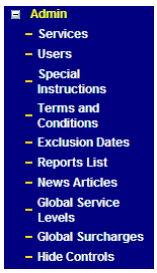
Hide Controls

With the later versions of eStirling it is possible to allow the end user to view / edit any of the Analysis Codes or User Defined Fields within the Transport screen. The settings for this can be set on a global level or be set by user.

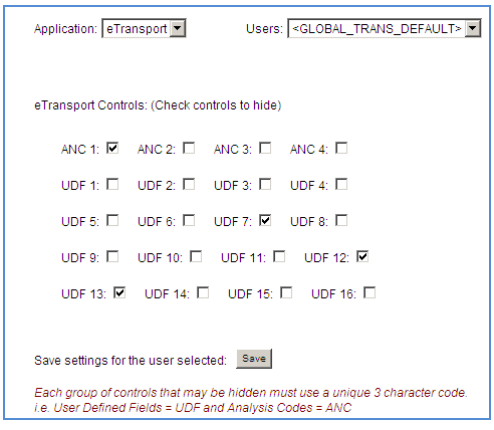
Switching on the access by the end user initially will need to be done by a member of the Stirling Support team, please call 01530 811000 to have this done for you having your external IP address available when you call.

Changing The Access To Analysis Codes & User Defined Codes

1. Log into eStirling with a username that has administrative access on the system.
2. From the menu on the left side of the screen click on the '+' at the side of the 'Admin' menu option and then select the 'Hide Controls' option.



3. The following screen should then be displayed with the options to select the Analysis Codes and the User Defined Fields that you do not want the user to be able to access. Leave '<GLOBAL_TRANS_DEFAULT>' selected as the user in the 'Users' box at the top of the screen to set up the system wide settings. After you have setup the global setting up you will then be able to apply these to individual users on the system.


Application: eTransport
Users: <GLOBAL_TRANS_DEFAULT>
eTransport Controls: (Check controls to hide)
ANC 1: ANC 2: ANC 3: ANC 4:
UDF 1: UDF 2: UDF 3: UDF 4:
UDF 5: UDF 6: UDF 7: UDF 8:
UDF 9: UDF 10: UDF 11: UDF 12:
UDF 13: UDF 14: UDF 15: UDF 16:
Save settings for the user selected: Save
Each group of controls that may be hidden must use a unique 3 character code.
i.e. User Defined Fields = UDF and Analysis Codes = ANC

The Hide Controls Screen

N.B. – A tick in one of the boxes will hide that field from view by the end user.

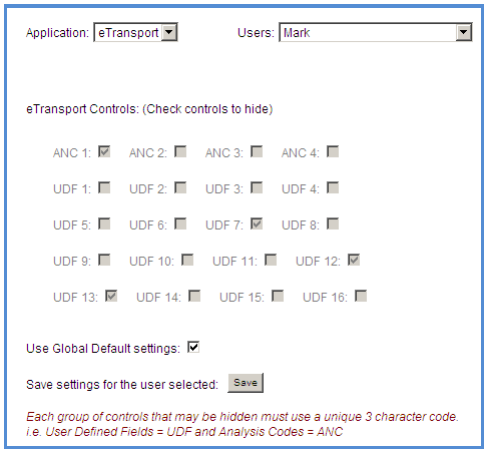
- ANC – Represents the 'Analysis Codes' in a Transport job
- UDF – Represents the 'User Defined Fields' in a Transport job

4. Once you have selected which options you wish the user to view click on the save button.

Applying The Hide Controls Settings To A User

Once you have the global settings set up in the system you can now apply these to the users that you wish to give access to.

1. Ensure that you have the user set up as detailed elsewhere in this guide.
2. Log into the 'Hide Controls' screen as above.
3. From the 'Users' dropdown box select the name of the user that you wish to set up access for. The eTransport Controls screen will now be displayed together with an option to tick 'Use Global Default settings'

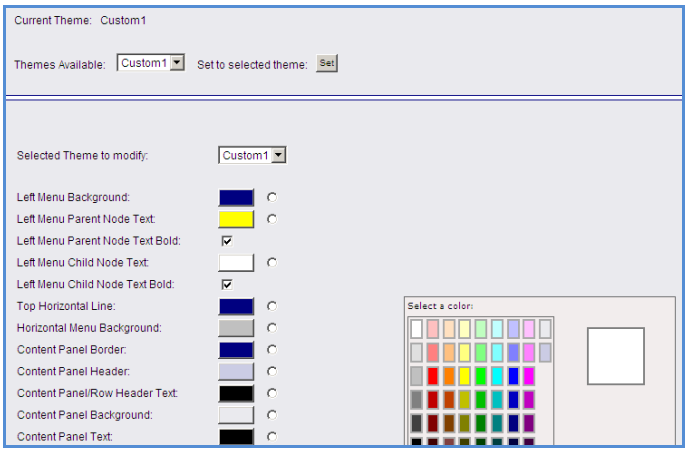

Application: eTransport
Users: Mark
eTransport Controls: (Check controls to hide)
ANC 1: ANC 2: ANC 3: ANC 4:
UDF 1: UDF 2: UDF 3: UDF 4:
UDF 5: UDF 6: UDF 7: UDF 8:
UDF 9: UDF 10: UDF 11: UDF 12:
UDF 13: UDF 14: UDF 15: UDF 16:
Use Global Default settings:
Save settings for the user selected:
Save
Each group of controls that may be hidden must use a unique 3 character code.
i.e. User Defined Fields = UDF and Analysis Codes = ANC

4. If you want the user to have the same access as you previously set up as a global setting then place a tick in the 'Use Global Default settings' tick box otherwise select the settings for this user by ticking the boxes as required remembering a tick hides the field from the user and does not display it.
5. Click on the 'Save' button to save you selection.

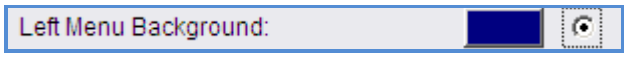
Themes

It is possible with this version of eTransport to change the colours of the backgrounds and menu items.

1. Log into eTransport with a user that has administrative rights on the system.
2. From the menu on the left click on the '+' next to 'Admin' and then select 'Themes' to display a screen similar to the one below.



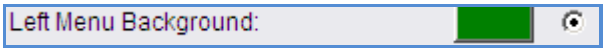
3. The screen displayed will display all the colours that are used throughout the eTransport system. To change a colour select the 'radio' button next to the part that you wish to change.



Radio Button Selected

4. From the 'Colour Pallet' select the colour that you wish to change the selected option to or type into the 'Colour hex value box' the hexadecimal colour code, this can be found by searching the internet if you feel you need to. The larger colour sample box will display your chosen colour.

Colour selected from the colour pallet



Colour of the selected item changes

5. Once you have made your changes click on the 'Save' button at the bottom of the screen. You will get confirmation that you change/s have been saved.
6. Click on the 'Home' menu option or click on the 'Refresh' button to view your changes.

Admin Help

There is a full searchable help option available once you have logged into eTransport should you find that you require further help.

To view the help files open up the Admin menu option by clicking on the '+' next to 'Admin' and then click on 'Admin Help'. A new screen will open with a full searchable help system similar to ones you may have seen elsewhere.